

## Chapter 20 - Voucher Payment Processing - APP

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## Voucher Payment Processing

The voucher payment processing is used to pay off vouchers that have already been processed. This is the process that adds items to the DSS 207 reports.

### Accessing the Vendor voucher screen:

From the transaction request screen, enter **APP** in the next tran field and **INQ** in the type field and then press <Enter>.

### Juvenile Next Tran Line:

NXT TRAN	APP	TYPE	_____	CASE NBR	00000000	PET	00000000	EVT	_____	PTY	_____
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### Probate Next Tran Line:

NXT TRAN	P APP	TYPE	_____	CASE NBR	00000000	REC NBR	_____
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The following screen will be displayed for you.

Court ID : J 44 ANGIE		Juvenile Vendor Payments Maintenance		Release : 025	
Vendor number		[REDACTED]			
Check number	MMDD CCYY	Chk.date	Amount	No. of days	Days
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
EXPLANATION	[REDACTED]				
<div style="display: flex; justify-content: space-between;"> <div> F1=Help F9=Name Inq. </div> <div> F3=Exit F10=Update </div> <div> F4=Prompt F14=Dkt. Inq </div> <div> F6=System F16=Inv. Cal </div> <div> F8=Probate </div> </div>					
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Following are field descriptions for the voucher payment processing screen.

**~Vendor Number~**

Enter the vendor number that you want to pay. If you do not know the number, press <F4> and select the number from either the Vendor file, Facility file or Professional file.

After you have selected the vendor type, place an “X” beside the vendor and press <Enter>. The system will insert the vendor for you.

**~Check Number~**

Enter the check number that is being sent to this vendor.

**~Check Date~**

Enter the date the check was sent to the vendor.

**~Amount~**

Enter the amount of the check that was sent to the vendor.

**~Number of Days~**

Enter the number of days that the check paid for.

**~Explanation~**

Enter an explanation of the payment.

### Example of a Voucher Payment:

From the voucher payment screen enter the vendor number or, press <F4> for a list of vendors.

**Court ID : J 44 ANGIE      Juvenile Vendor Payments Maintenance      Release : 025**

Vendor number [REDACTED]

**Transaction Request**

Ch [REDACTED]      ays      Days

EX [REDACTED]

X V      VENDOR FILE

F      FACILITY FILE

P      PROFESSIONAL FILE

F3=Exit    F6=System      Bottom      F16=Inv. Cal

F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate

F9=Name Inq.      F10=Update      F14=Dkt. Inq      F16=Inv. Cal

MP b      08/007

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The following screen will be displayed for you.

Court ID : J 44 ANGIE      Juvenile Vendor Payments Maintenance      Release : 025

Vendor number [REDACTED]

Ch      Transaction Request      ays      Days

EX      V      VENDOR FILE

         X F      FACILITY FILE

         P      PROFESSIONAL FILE

Bottom

F3=Exit   F6=System      F16=Inv. Cal

F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate

F9=Name Inq.      F10=Update      F14=Dkt. Inq      F16=Inv. Cal

09/007

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Select Vendor File by placing an "X" on the line to the right of the name and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE      Juvenile Vendor Payments Maintenance      Release : 025

Vendor number [REDACTED]

Ch      Transaction Request      ays      Days

EX

Other Facility File  
Position to \_\_\_\_\_

44	
44	123 TEST
44	ABCDEFGHIJ NEW FACILITY NAME,,
44	CA 13066 AREA YOUTH FOR CHRIST
X	CA03025 ALLEGAN CO YOUTH HOME WES
44	CA04024 BOYSVILLE - HURON HOUSE
44	CA09042 LUTHERAN CHILD & FAMILY SVC
44	CA09042A LUTHERAN CHILD & FAMILY - BAY

More...

F3=Exit F6=System A=Add M=Mod I=Inq R=Rate X or 1=Select

F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate  
F9=Name Inq.      F10=Update      F14=Dkt.Inq      F16=Inv.Cal

MP      b      15/011

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You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an "X" on the line to the left of the vendors name and press <Enter>. The system will display the following screen.

Court ID : J 44 ANGIE      Juvenile Vendor Payments Maintenance      Release : 025

Vendor number      CA03025      ALLEGAN CO YOUTH HOME WES

MMDD CCYY

Check number	Chk.date	Amount	No. of days	Days
1234	0612 2003	1500.00	15	

EXPLANATION      PAYING FOR SERVICES

F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate  
F9=Name Inq.      F10=Update      F14=Dkt. Inq      F16=Inv. Cal

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The vendor has been entered by the system. Enter the check number, check date, amount and the number of days. Press <Enter> and the system will display the following screen.

Court ID : J 44 ANGIE		Juvenile Vendor Payments Maintenance		Release : 025	
Vendor number		CA03025 ALLEGAN CO YOUTH HOME WES			
MMDD CCYY					
Check number	Chk.date	Amount	No. of days	Days	
1234	612 2003	1500.00	15	15	
EXPLANATION PAYING FOR SERVICES					
		Check amount remaining		1500.00	
Voucher #	Amount	Days	Crt. ref.	amount	# of days
0000011601	50.00	5			
0000011695	250.00	10			
0000011712	50.00	1			
0000011737	1500.00	15			
P					
F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate F9=Name Inq.      F10=Update      F14=Dkt. Inq      F16=Inv. Cal					
03/036					
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Select the voucher that you want to pay by placing a "P" to the right of the voucher and press <Enter>. The system will return the following screen.



**Court ID : J 44 ANGIE      Juvenile Vendor Payments Maintenance      Release : 025**

**Vendor number CA03025      ALLEGAN CO YOUTH HOME WES**

**MMDD CCYY**

Check number	Chk.date	Amount	No. of days	Days
1234	612 2003	1500.00	15	
<b>EXPLANATION    PAYING FOR SERVICES</b>				

  

Voucher #	Amount	Days	Crt. ref.	amount	# of days
0000011601	50.00	5			
0000011695	250.00	10			
0000011712	50.00	1			
0000011737	1500.00	15		1500.00	15

**F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate**  
**F9=Name Inq.      F10=Update      F14=Dkt.Inq      F16=Inv.Cal**

10/079

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Check to be sure that the number of days and amount fields are at zero or blank. If both fields are zero or blank, press <F10>. The system will process the payment and display the following screen.

**B**

Court ID : J 44 ANGIE      Juvenile Vendor Payments Maintenance      Release : 025

Vendor number **CA03025** ALLEGAN CO YOUTH HOME WES

MMDD CCYY

Check number	Chk.date	Amount	No. of days	Days
EXPLANATION				

Update of payments has been completed. ←

F1=Help      F3=Exit      F4=Prompt      F6=System      F8=Probate  
F9=Name Inq.      F10=Update      F14=Dkt. Inq      F16=Inv. Cal

06/001

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Displayed is a message that the system has applied the payment.